

### What happens if I can't find an employer?

If you have difficulty in finding an employer interested in hiring you and training you, ask your technical teacher for help. He or she can send your name to a number of individuals or agencies such as:

- the local apprenticeship counsellor, as well as other counsellors around the province
- the local Canada Employment Centre office
- the Community Industrial Training Committees, which have been set up to help employers find workers with the right basic skills
- the Local Apprenticeship Committees

These individuals and agencies will try to help you find an employer so that you can use the skills you've gained through Linkage to continue your training.

### What's the last word?

Now you know a little more about Linkage. But you probably have many more questions. Your guidance counsellor or technical teacher should have the answers. They'll be able to tell you more.

A career in a skilled occupation may or may not be just right for you. That depends on where you want to be 10 years from now. And that's really up to you to decide. After all, it's your future.

For more information, contact the guidance counsellor, technical director, or principal of your school.

### Occupational descriptions

To help you with your decision, here's a description of the duties and skills of the nine Linkage occupations.

**Baker** (apprenticeship training): There are two branches in this occupation — baker and junior baker.

**Baker:** Supervises bakery formulation; prepares flour and sugar, cocoa and chocolate, puddings and desserts, pastry and choux paste, bread and rolls, icings and fillings, and cakes and creams.

**Junior baker:** Prepares ingredients for straight dough, different types of fermented goods, pies, sweet and puff paste goods, cookies, creams, cakes, icings and fillings, muffins, tea biscuits, and doughnuts; assists in bakery formulation and fermentation processes.

**Construction millwright** (apprenticeship training): Installs, repairs, and maintains mechanical machines in industrial plants, commercial and institutional buildings, or construction sites.

**Cook** (apprenticeship training): There are two branches in this occupation — cook and assistant cook.

**Cook:** Prepares and assembles complete meals, short order grills, sandwiches, vegetables, hot and cold buffets, salads and dressings, desserts, and non-alcoholic beverages.

**Assistant cook:** Prepares and assembles complete breakfasts, short order grills, sandwiches, simple salads, simple desserts, vegetables, and non-alcoholic beverages.

**General machinist** (apprenticeship training): Sets up and operates various types of precision metal-cutting and grinding machines to close tolerances.

**Hairstylist, hairdresser, barber** (apprenticeship training): Tints, bleaches, or dyes hair; shampoos hair and scalp; gives hair and scalp treatments; cleans or dresses artificial hair pieces; cuts and trims hair; curls or waves hair. In addition, a barber shaves or trims beards or moustaches; a hairdresser gives facials and manicures and applies make-up; a hairstylist performs all of the above.

**Industrial millwright** (apprenticeship training): Installs, repairs, and maintains mechanical machines.

**Motor vehicle mechanic** (apprenticeship training): Disassembles, adjusts, repairs, and reassembles engines, transmissions, clutches, rear ends, differentials, brakes, drive shafts, axles, and other assemblies.

**Retail meat cutter** (apprenticeship training): Bones and trims various types of meat carcasses into marketable retail cuts.

**Major appliance service technician** (modular training): Maintains and repairs major appliances such as refrigerators, electric ranges, microwave ovens, and automatic washers.

These are the occupations for which Linkage is available. But there are many other skilled occupations you might be interested in. For more information, talk to your guidance counsellor.

### Other publications

- *Horizons*
- *Apprenticeship and You*
- *CAAT Chart*
- *After 8?* (for Grade 8 students)
- *Student Guidance Information Service* (a pamphlet)

These publications are available from your school's guidance counsellor or from:

Ministry of Colleges and Universities/Ministry of Education  
Communication Services Branch  
Public Inquiries Section  
Queen's Park  
Mowat Block, 14th Floor  
Toronto, Ontario  
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## Linkage: Training Today for Tomorrow



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Are you wondering where you'll be 10 years from now? What you'll be doing? Where you'll be working? A lot of students are.

No matter what you hope to be – auto mechanic or fashion designer, reporter or zoologist – high school is important. What you learn in high school is the foundation of your career.

A lot of students are interested in skilled occupations, so they're taking technical education subjects. Technical education can help you prepare yourself for a rewarding career.

If you have thought about skilled occupations, you should know about the Linkage program. Linkage could help you start your training (apprenticeship or modular) towards one of the following nine skilled occupations *while you're still in high school*:

- baker
- construction millwright
- cook
- general machinist
- hairstylist
- industrial millwright
- motor vehicle mechanic
- retail meat cutter
- major appliance servicing technician

And while you're learning one of these nine skilled occupations, you're earning too. The employer pays you to learn.

### How does Linkage work?

First, here's an example of how the training system for general machinist usually works.

In 1976, John graduated from high school and decided to become a machinist. He found an employer willing to hire him and train him as an apprentice. His training program lasted four years. About 90 per cent of the time, John was learning on the job, but he spent about six months at a community college. The in-college time was divided into three terms – Basic, Intermediate, and Advanced. Each term lasted two months. John had learned a lot in machine shop while he was in high school, but he still had to complete the Basic in-college term. After finishing his apprenticeship, John wrote and passed an examination and became a fully qualified journeyman in 1980.

Now here's an example of how Linkage works.

John's sister, Sarah, started high school in 1977. She took exploratory technical education in Grades 9 and 10. She tried a number of different shops and enjoyed machine shop most of all. She decided to continue her training in machine shop. In Grade 11, she took a double credit in machine shop. The course included content specified by the Linkage program. In Grade 12, Sarah also took a double credit in machine shop. After

graduating, she found an employer willing to hire her and to train her. But she didn't have to go to a community college for the Basic term. Why? Because she completed the Basic term while she was still in high school.

That's how Linkage works. In the eight apprenticed occupations, it lets you gain credit towards part or all of your Basic college apprenticeship training. In the modular program (major appliance service technician), it lets you complete five of the 17 modules in the training program. Either way, Linkage lets you start training today, while you're still in high school, towards a career for tomorrow.

### What do I do now?

Before you decide on a technical education program, there are a few things you should do.

- Find out more about the occupations covered by the Linkage program. There's a brief description of the nine occupations in this brochure, but a lot more information is available through the Student Guidance Information Service (SGIS). To get the information, talk to your guidance counsellor.
- Find out whether you would enjoy being a machinist or a millwright or a mechanic. Your guidance counsellor has some tests to help you find out if you'd be happy in a skilled occupation. For example, you would probably enjoy being a machinist if you:
  - like to work with things
  - like to know how things work
  - are ambitious and energetic
  - are precise (like to get things "just right")
- Talk to people who are working in the occupation that interests you. They can tell you what it's really like to be a cook or a millwright or a hairstylist.
- Talk to an apprenticeship counsellor. Your guidance counsellor has the number to call.
- Talk to your parents. That's very important.

After you've thought it through and decided to start your training in an occupation covered under Linkage, tell your guidance counsellor or technical director. They'll show you how to start the training.

### What else should I know about Linkage?

- **Credits** While you're registered in Linkage, you earn regular secondary school credits for the technical subjects you take.
- **The Training Profile** The content of the Linkage portion of your high school course is the same as the content of the Basic term apprenticeship course taught at the community colleges. This portion is called a Training Profile. The Training Profile for each of the nine Linkage occupations was written by the Ministry of Colleges and Universities with the help of skilled workers and employers

of skilled workers. For example, the Training Profile for motor vehicle mechanic was prepared with the help of motor vehicle mechanics and employers of mechanics.

• **The Student Training Record Book** You'll acquire many new skills in your Linkage courses. Each time you learn a new skill, your teacher will record your accomplishment in your Student Training Record Book. The record book is important – it shows what you know and what you can do. Your employer will want to see it, so don't lose it. Your school will also keep a copy of your Linkage accomplishment in your Ontario Student Record.

• **Testing** Most of the tests in the Linkage courses are practical. If your teacher wants to be sure that you know how to do something, he or she will ask you to do it. For example, if your teacher wants to know if you can fry an egg, he or she will ask you to fry an egg. Once in a while, there will be a review test, which will probably be a written test.

• **Related academic subjects** Skilled workers also need academic skills. So it is important to take mathematics, English, and science. If you want to change jobs in the future, the academic subjects will be a good foundation.

### What do I do after I finish high school?

If you decide to continue training towards your Linkage occupation after you finish high school, you must find an employer. You could apply to companies that hire people who have the skills you have. Your technical teachers and the local apprenticeship counsellor may be able to help you find those employers.

Linkage doesn't guarantee you a job any more than any other school program. But it does teach you the skills required by industry. Not every employer knows about the Linkage program, but each day more and more employers are learning about it.

Even after you've been hired, you might not become an apprentice right away. Many employers want to make sure that you're a good worker before they start you on an apprenticeship training program. You may have to work for the company for a while before you become an apprentice.

Once the employer decides you'd make a good apprentice, you and your employer contact the local apprenticeship counsellor. You and your employer sign a contract. The contract sets out your hours of work, conditions of work, wages, and training. Throughout the training period, the apprenticeship counsellor is available to discuss your training program with you and your employer.

When you start your apprenticeship, you'll be exempted from the Basic in-school term because of your Linkage training. You may also be exempted from some of the on-the-job time because of other things you learned in high school; you and your employer will review your situation and decide how much time, with the help of the apprenticeship counsellor.